



## USA Staffing

# Stage Release Notes

Release 11.0 September 27, 2019

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## Introduction

OPM employs agile IT development techniques in the development and maintenance of the USA Staffing system. This means we have the ability to update priorities through frequent, iterative releases based on changes in the hiring landscape or the identified needs of the collective customer base.



The USA Staffing Release Notes provide an overview of the most recent functionality deployed to the USA Staffing Stage and Production environments.

To learn more about features that already exist in USA Staffing and to review the upcoming release schedule for the USA Staffing Stage and Production environments, please visit [USA Staffing Resource Center](#).

## Completed System Functionality

The items outlined in this section include newly added functionality in USA Staffing. Examples of functionality found in this section can range from corrected issues within the system, changes that enhance the system’s performance, enhancements made to the user experience specific to existing features based on feedback received, or new functionality that improves the system’s already robust set of capabilities. As you review this section, you may see the following icon  which designates the completion of a feature that was previously identified in the Feature Backlog & Glossary on the [USA Staffing Resource Center](#).

## Table of Contents

Introduction.....	1
Completed System Functionality.....	2
Staffing Functionality.....	3
Requests.....	3
Vacancy .....	3
Announcement .....	3
Assessment Package .....	3
Applicant Overview .....	4
Applicant Record.....	4
Applicant List.....	5
Reviews .....	5
Onboarding Functionality.....	5
Forms .....	5
Hiring Manager Functionality.....	5
Administrative Functionality .....	5
Position Descriptions .....	5
Eligibilities .....	5
Notification Templates.....	6
Reporting and Analytics .....	6

## Staffing Functionality

### Requests

- Added GSA Geographic Locator Codes (GLCs) to the Location Information sub-page. **Note:** Only GLCs not currently available in existing OPM locations were added to the locations table.

### Vacancy

- Added the following *Announcement Type* abbreviations to the Vacancy, Assessment Package, and Announcement header bars to make this information more readily available for users working in these areas:
  - DE – Public
  - ST – Status
  - IMP – Internal Merit Promotion
  - **Note:** An announcement with multiple types will display all applicable abbreviations separated by a hyphen; for example, a Public and Status announcement will display *Announcement Type DE-ST*.

### Announcement

- Added GSA Geographic Locator Codes (GLCs) to the Announcement Location sub-page. **Note:** Only GLCs not currently available in existing OPM locations were added to the locations table.

### Assessment Package

- Disabled the ability for users to change the assessment *Rating Method* once an announcement has been released to USAJOBS and opened.
- Added a setting in the Set USA Hire Assessment Window pop-up called *Dynamic (Set Days)*, which provides an alternative option for determining the length of time applicants are provided to complete USA Hire assessments. This change does not impact any current USA Hire vacancies. The current process of assigning an assessment window that coincides with the announcement period has been re-labeled *Defined (Set Dates)*. This remains the default option when announcing USA Hire vacancies.
  - After selecting the *Dynamic (Set Days)* option, users will be prompted to input the amount of days from application (to include late filer), USA Hire Hold release, or Reasonable Accommodation adjudication an applicant is provided to complete USA Hire assessments. The system will enforce a minimum of two calendar days.
    - ✦ Upon application, each applicant will be provided the set amount of days to complete USA Hire assessments for the vacancy.
    - ✦ Upon reapplication, or if the HR user manually changes the response to an application question and the applicant becomes newly eligible for another rating combination/series of USA Hire assessments (e.g. change in assessment screen-outs or Lowest Acceptable Grade), then the time allowed to complete assessments will be recalculated to complete the additional assessments.
  - **Note:** Once an announcement is released and open to USAJOBS, an HR user can no longer switch between *Defined (Set Dates)* and *Dynamic (Set Days)*; however, calendar days to complete assessments can be modified after release if needed.

## Applicant Overview

### Applicant Record

- Included an entry capturing the action, certificate name, user name, and date/time in the History section for each individual applicant record when an applicant is added or removed from a certificate.
  
- The following NOR messages have been added/modified:

Code	Definition	Message
<b>IQSM</b>	Ineligible, based on SME review	You are ineligible for this position because subject matter experts have determined you do not meet the required qualifications as described in the job announcement.
<b>ELSM</b>	Eligible as rated by SMEs, moving on to interviews	Subject matter experts have reviewed your resume for evidence of the required qualifications and determined you should move on to the next phase of the process. You will be scheduled for one or more interviews to further assess your qualifications.
<b>ELSN</b>	Eligible as rated by SMEs, not referred	Based on the results of your interviews, subject matter experts have determined that you meet the qualifications for this position. However, you were not in the highest qualification category, or there are other applicants who, by law, must be considered before your application, such as displaced federal employees and certain veterans. Therefore, your application will not be referred to the selecting official at this time. If additional candidates are needed, your application may be referred at a later date.
<b>ELSR</b>	Eligible as rated by SMEs, referred	Based on the results of your interviews, subject matter experts have determined that you meet the qualifications for this position. You have been referred to the hiring manager for selection consideration and may be contacted for additional interviews.
<b>ELCT</b>	Eligible CTAP applicant, another CTAP selected	Your application was found well qualified as a CTAP eligible and was referred for further consideration. However, another well qualified CTAP eligible applicant was selected.

## Applicant List

- Added the option to expand (+) and collapse (-) individual Filters within an applicant list as well as an *expand all* and *collapse all* option to view or hide all filtering options.
- Removed the *Rank By Raw Score* option in an applicant list when two or more rating assessments are used in a vacancy.

## Reviews

- When looking at the Reviews tab within a Vacancy, users can now see a specific *Status* to easily distinguish between reviews automatically recalled by the system based on a pre-determined review *Due Date* (Auto Recalled) and those manually recalled by an HR user (HR Recalled). **Note:** Reviews previously recalled before this update will continue to show a *Status* of Recalled (no distinction).

## Onboarding Functionality

### Forms

- Added the following forms for use in USA  
Staffing:  FCA ECF Form

## Hiring Manager Functionality

- Updated the values in the *Estimated Travel Required* and *Security Clearance Level* fields of the Position Settings section for Hiring Actions to align with the options available to HR users.

## Administrative Functionality

### Position Descriptions

- Renamed the *Delete Position Descriptions* permission as *Delete/Archive Position Descriptions*. Users with this permission enabled will see a new *Archive* button beside the *Delete* button within a position description (PD) in Draft status. If a user clicks *Archive*, they will be presented with a confirmation message. Upon confirmation, the PD is archived (not deleted). Archived PDs can be viewed in the PD library by selecting the *Show Archived Position Descriptions* option in the Position Descriptions Administration page. PDs can be reactivated at any time if needed. **Note:** PDs in Published status cannot be archived or deleted.

### Eligibilities

- Added a new *Eligibility Type* titled Military Spouse Preference. This new eligibility type will allow HR users to adjudicate an eligibility for Military Spouse Preference and conditionally designate PCS Orders and Proof of Marriage supporting documents as accepted in USA Staffing and required during the online application process based on an applicant's claim to this eligibility. **Note:** This new Eligibility Type will be available in Stage and Production as scheduled; however, the ability to conditionally accept/require documents will not be available in Production until the *Require Eligibility supporting documents for application submission* setting is deployed. The specific date is yet to be determined pending users' feedback. Once we have buy in, we will be alerting customers when this feature will be available in Production.

## Notification Templates

- When users with Create/Edit Notification Templates change the *Notification Type* for Onboarding notifications to any other type (Invitation, Tentative Offer, Official Offer), the system will check for *Authentication* data inserts within the template and remove any URL data inserts which do not match the new notification type. Users will see a warning message letting them know when a data insert is automatically removed. Furthermore, the *Available Data Inserts* displayed will align with the selected notification type.

## Reporting and Analytics

- Reporting and analytics enhancements can be reviewed in the Release Notes section of the [Reporting and Analytics](#) page on the [USA Staffing Resource Center](#).